

**Federal Public Defender
Middle District of Florida**

POSITION ANNOUNCEMENT

ASSISTANT COMPUTER SYSTEMS ADMINISTRATOR -POSITION #2012-006

Posting: February 6, 2012 - March 2, 2012

The Federal Public Defender for the Middle District of Florida is accepting applications for the position of Assistant Computer Systems Administrator (ACSA) in the **Orlando office**. The Federal Public Defender operates under the authority of the Criminal Justice Act (CJA), 18 U.S.C. §3006A, to provide defense services for indigent persons in federal criminal cases and related matters in the federal courts.

JOB DESCRIPTION: The Assistant Computer Systems Administrator (ACSA) provides user support services; network and desktop hardware and software installation, testing and training; troubleshooting, maintenance and repair of system and equipment; and litigation support to staff in preparation for trials. Other duties as assigned. This position assists and reports directly to the Computer Systems Administrator located in the Orlando office. Periodic reports of work activities and regular meetings with supervisor are required. Travel to offices in Ft. Myers, Jacksonville, Ocala, and Tampa is also required.

REQUIREMENTS AND QUALIFICATIONS: Applicants must be high school graduates or the equivalent, with strong communication and organizational skills, and possess at least 3 years of general experience and 1 year of specialized experience. Education from an accredited college or university (preferably with a concentration in computer science, management information, or related field) may be substituted for some of the required experience. Must be a United States citizen or eligible to work in the United States. Duties associated with this position require the individual to be able to walk, sit, stand, talk, hear, touch, feel, reach, and frequently to lift and/or move up to 50 pounds. Travel is required, and the ACSA must have a valid driver's license and available personal vehicle; mileage is reimbursed.

Experience in the following areas is required: PC hardware, Microsoft Windows desktop and network operating systems. Experience with Windows Server 2008, WordPerfect, Microsoft Office, Trial Director, Summation and FTK (Forensics ToolKit) is highly desired.

All application information is subject to verification. All claimed experience, certifications, training and references will be verified. A final offer of employment is subject to an FBI background check and periodic re-investigations, and retention depends upon a favorable suitability determination.

SALARY AND BENEFITS: The position is full-time with federal benefits and salary. Salary is commensurate with qualifications and experience. The position is excepted service and does not offer tenure rights of the competitive Civil Service. Benefits include health and life insurance, retirement, and the Thrift Savings Plan. Salary is payable only by direct deposit.

SUBMIT RESUME, REFERENCE AND COVER LETTER IN PDF FORMAT TO: nancy_batty@fd.org

All applications must be received in the Orlando Federal Defender Office by no later than **5:00 PM, E.S.T. on Friday, March 2, 2012**. No telephone calls. Special accommodations given on a case by case basis.

The Federal Public Defender is an equal opportunity employer.